

## **JOB DESCRIPTION**

### **TEAM ADMINISTRATOR – 8 Hours Per Week**

**Team Administrator (8 hours per week)**

**The Archway Foundation – Oxford**

**Hybrid (Oxford office + home working). Fully remote considered for the right candidate**

**This is a temporary position, lasting 6 months.**

£14.50–£14.85 per hour (equivalent to £28,275–£28,958 FTE at 37.5 h/week)

Pro-rata for 8 hr/week: £6,032–£6,178 per annum.

#### **About The Archway Foundation**

The Archway Foundation is an Oxford-based charity dedicated to reducing loneliness and social isolation. We work with adults experiencing loneliness, providing connection, friendship, and support through a range of services, delivered by our dedicated staff and volunteers.

We are seeking a proactive and highly organised Administrator to support the smooth running of our services and internal processes. This is a part-time role for 8 hours per week, ideal for someone who is detail-oriented, values meaningful work, and enjoys improving systems to help teams thrive.

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#### **Role Overview**

The Administrator will provide essential administrative support to the organisation's service delivery and training functions. Working closely with our Services Manager, Volunteer Coordinator, and wider staff team, you will help ensure our systems run efficiently and consistently.

This hybrid role includes some work based in our Oxford office and some home working. For the right candidate, we will consider a fully remote arrangement.

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#### **Key Responsibilities**

##### **Service Administration**

- Maintain and update our CRM (client relationship management system) to ensure accurate, timely records.

- Support the collection, organisation, and reporting of volunteer and service-user feedback.
  - Assist in developing and maintaining administrative systems and processes that reduce admin burdens for service delivery staff.
  - Support regular data reporting and basic analysis to inform programme improvements
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### **Training and Volunteer Support**

- Assist with the administration of staff and volunteer training programmes.
- Maintain training records, schedules, and attendee communications.
- Help ensure volunteers receive timely information, reminders, and follow-up relating to training and feedback processes.

### **General Administrative Duties**

- Respond to routine enquiries and redirect queries to the relevant staff.
  - Support meetings through scheduling, minute-taking, and circulation of documents.
  - Help maintain digital filing systems and core organisational documentation.
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### **Person Specification**

#### **Essential**

- Strong organisational skills and attention to detail.
- Experience in administrative roles and managing digital systems.
- Comfortable learning and using CRM or database platforms.
- Good written and verbal communication skills.
- Ability to work independently, manage time effectively, and meet deadlines.
- A proactive approach to improving systems and processes.

#### **Desirable**

- Experience in the charity or volunteer-led sector.
  - Familiarity with safeguarding, data protection, or volunteer management processes.
  - Experience supporting training administration.
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### Hours & Working Pattern

- **8 hours per week**, flexible scheduling.
- Hybrid working: A mix of Oxford office and home working.
- **Fully remote considered** for the right candidate.

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### How to Apply

Please send a cover letter to [office@archwayfoundation.org.uk](mailto:office@archwayfoundation.org.uk) – if you would like to discuss the opportunity directly, please contact [anna@archwayfoundation.org.uk](mailto:anna@archwayfoundation.org.uk) to arrange an informal conversation.